

**STATEWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4821; DSN 853-4821  
WEBSITE:<https://dema.az.gov/azng-human-resources>  
EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 15-343T OPENING DATE: 12-Aug-2015 CLOSING DATE: 26-Aug-2015**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**FAMILY PROGRAM SPECIALIST, GS-0301-12, D1740000, O2-O4, MPCN:1320005**

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**APPOINTMENT FACTORS:** OFFICER  WARRANT OFFICER  ENLISTED

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**SALARY RANGE:**

**\$71,791.00-\$93,333.00 PA**

SUPERVISORY  MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

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**LOCATION OF POSITION:**

**JOINTFORCE HEADQUARTERS, PHOENIX, AZ**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard (All Units) and must possess the following MOS/Branch: 01A (Immaterial)**  
**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Army National Guard.** Individual selected will receive a Indefinite Appointment and may

be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

**NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).**

**NOTE: Applications must contain a completed Optional Form 612 (Application for Federal Employment) or must include a Resume.**

**NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of family readiness policies and its relationship to missions, functions, organization, major issues, work processes, goals objectives and programs in order to plan, develop, and implement programs designed to improve and maintain National Guard family readiness and quality of life.
2. Knowledge of analytical and evaluative techniques and methods (and the ability to adapt as appropriate) to analyze reports, gather data, review suggestions, and evaluate the effectiveness and efficiency of the National Guard family program sufficient; to recognize and define social problems, to reach accurate conclusions, and to measure and improve human services program effectiveness and productivity, and make recommendations for program improvement.
3. Knowledge of laws, regulations, policies, and precedents affecting the use of resources and related support resources (money equipment, and people) to implement the family program.
4. Thorough knowledge of human services matters and programs benefiting families, military, and technicians, in addition to policies, practices, and procedures, including methods used to establish program objectives or performance goals and assess progress toward their achievements and the impact military and family members' quality of life.
5. Ability to communicate effectively both orally and in writing to provide technical assistance, and guidance.

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**SPECIALIZED EXPERIENCE:** Must have at least 36 months experience, education or training program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations.

**BRIEF JOB DESCRIPTION:** This position is located in the Joint Force Headquarters (State), Manpower and Personnel Directorate (J-1), JOINT FORCE HEADQUARTERS, PHOENIX, AZ. The purpose of the position is to plan, develop, and direct the Family Program for National Guard and Reserve members and their families, including any family of deployed military personnel regardless of service or component (Army, Marines, Air Force, etc), who live in the vicinity, at all levels of contingency and mobilization with operations throughout the state. Serves as the Joint Force Headquarters (State) advisor to the Adjutant General (TAG) on family readiness, quality of life and other Family Program matters and as the policy advisor in the development and implementation of work/life services and activities. Develops, directs, manages, implements, coordinates, and evaluates the human service delivery system to ensure that family program elements and support services are provided to military and family members, including any family of deployed military personnel regardless of service or component who live in the vicinity. Programs provide assistance, guidance, and support that enhance the quality of life for members during peacetime and upon mobilization. This includes family readiness, resource management, mobilization and deployment coordination, crisis intervention, outreach, volunteer recruitment, training, and management, Guard Family Action Plan and Guard Family Team Building, information, referral and follow-up, life skills education, review and analysis of program effectiveness, and youth development. Provides strategic planning, inter-service coordination and liaison with higher headquarters, other military services, state and Federal government, and non-government (profit and non-profit) agencies and organizations. Initiates, develops, prepares and implements policy and guidance on assigned programs. Interprets and adapts guidance, regulations, policies, and laws from higher headquarters and a wide variety of outside sources, tailoring it to the specific and unique needs of the diverse units.

**SELECTING OFFICIAL:** MAJ Nathaniel Panka COMM: 602-629-4763

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